

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Nov 8 - 14

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



CONFIDENTIAL

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

TS (-6.98)

JS (-13.13) not employed

(-19.45) T o/s

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	5944172	SN	9:30a
James	5944155	SN	3:00p
Tracy	5944179	SN	7:30

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tosh	5944223	SN	6:00p

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Arroy	5944127	SN	1:00p

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	5944229	SN	7:00p

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 255.94
DO NOT DISCARD UPON REMOVAL DATE: 4/3/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603060

CHASE

CHASE

CHASE

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #165
Account Number Ending In: 0515
Checking Deposit \$355.94
Cash Amount \$355.94

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935

Member FDIC, Equal Housing Lender
Please keep your receipt
11/08/2010 12:58

Business Date 11/08/2010
Session #59

Thank you - Milay
Cashbox #04

DISCOUNTS

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

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RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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**BETTER
RATES**

TranSource®

DATE 11/8/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS (SEE EACH SEPARATELY)		
1		
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16		
17		
18		
19		
20		

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY Serenity Marshall

PRINT NAME Serenity Marshall

DEPOSIT BAG # 35594

TOTAL 355 94

PLEASE RE-BURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST.

JPMORGAN CHASE BANK

11/8/10 15:56:20 10.2 24
977 1705 15

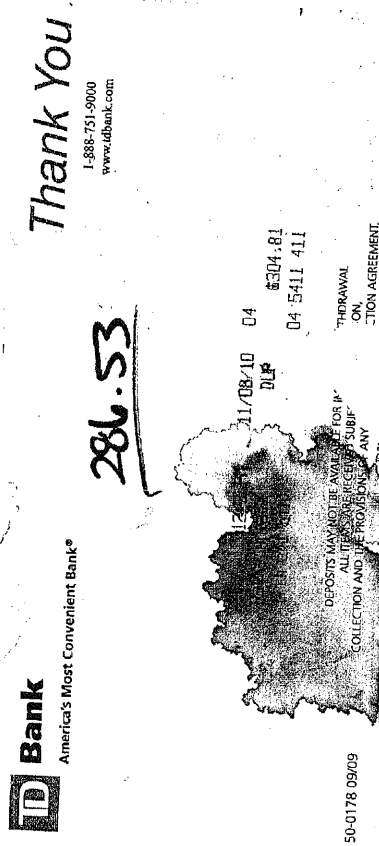
35594

DEPOSIT TICKET

TOTAL ITEMS 1

FOR INFORMATION
CALL 1-888-888-8888
AND REFERENCE
ORDER #ZYBY1304

[illegible]



Cash Management Log

DAY Monday DATE - 11/08/10

SAFE COUNT

NAME	OPEN	MID 1:	MID 2:	MID 3:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END
TIME	7:40 AM	11:40 AM			1 PM	1:30 PM
\$0.01	28	33			33	33
\$0.05	8	26			21	26
\$0.10	30	115			115	95
\$0.25	80	330			340	330
\$1.00	199	206			206	206
\$2.00	0	0			0	0
\$5.00	925	1050			1050	925
\$10.00	70	0			0	30
\$20.00	3100	0			0	160
OTHER \$'s	0	0			0	0
Total Change Fund	1800	1800			1800	1800
# Tills/Total \$	4200	active			active	4020
# Till Drops	15	15			15	15
Cust. Recov. Cert.	24	24			24	24
P-Card	(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)
# Tip Bags	15	0			0	15
Comments:						

Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller	Taken By/Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1609344	Bj	335800270	JW	8:30
1609344		335800271		

DM VERIFICATION

DM Signature:

Date Reviewed:

Comments:

PARTNER TIP REMOVAL (weekly)

PARTNER #	1609344	INITIALS	Bj
CC WITNESS (mandatory):		TIME	12:00 PM
DROP BAG #S:			
33580269	0265		
0268	0266		
0257	0263		
0267	0258		
0262			
0264			

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - TuesdayDATE - 11-9-10

you Have 4 decof
 travelers an 6 Regulars
 that would be coming
 between 7 AM - 7:15 AM
 No supplies needed.

(X) → deposit

Have a good
 Day ☺
 Vacca _____

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kaven	59441801	SH	2:12p
Troy	59441721	NB	6:24p

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Seventy	59441717	NB	3:29p

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yor	59441805	NB	13:40p
NIOBA	59441725	NB	7:09p

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
James	59441723	NB	4:07p

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
fira	59441733	NB	7:30p

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 11/10/2010
Session #75

Thank you - Lakeisha
Cashbox #02

REWARDS
BIGGER
DISCOUNTS

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RATES

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REWARDS

BIGGER
DISCOUNTS

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TranSource

DATE 10/9/10

DEPOSIT TICKET


STARBUCKS COFFEE COMPANY
 STORE #11649
 345 HUDSON ST

CURRENCY	DOLLARS	CENTS
1		
2		
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4		
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20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY NIA

PRINT NAME Seventy Marshall

DEPOSIT BAG # 127603061

TOTAL

3101

36

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

JP MORGAN CHASE BANK

TO REORDER
 CALL 1-888-750-4545
 AND REFERENCE
 ORDER #ZYBY1304

310136

TOTAL ITEMS 1

CHECKS AND OTHER ITEMS ARE NOT TO BE DEPOSITED IN THIS BAG. ONLY CASH AND COIN ARE TO BE DEPOSITED. COIN MUST BE IN A BAG AND MUST BE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET

[illegible]

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 3101.36
DO NOT DISCARD UPON REMOVAL DATE: 10/9/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603061

Cash Management Log

DAY- _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END
TIME	1:45pm	6:30pm				
\$0.01	33	23				
\$0.05	26	20				
\$0.10	95	50				
\$0.25	335	320				
\$1.00	206	182				
\$2.00	8	0				
\$5.00	925	1125				
\$10.00	30	20				
\$20.00	160	60				
OTHER \$'s	0	0				
Total Change Fund	1805	1800				
# Tills/Total \$	10200	10200				
# Till Drops	8	60				
Cust. Recov. Cert.	24	24				
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	4	10				
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	GA	Taken By Cash Controller:	Nicole
Preparing Deposit:		Date to Bank:	5/9/10
Start Time:	1:45pm	Time to Bank:	2:05pm
Deposit Bag #:	127603061	Deposit Bag #:	127603061
Deposit \$:	3101.36	Banking Witness:	
Completion Time:	2pm	Bank Validated \$:	
Change Order \$:		Bank Validation Time:	
Comments:	Change \$ Received:		
		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
160344	Bj	33580272		8:30pm
		3.3580273		

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory)		
DROP BAG #S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

791.84

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Uel	5944739	NB	3:09pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
U2	5944741	NB	3:19pm

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	5944809	NB	4:31pm

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE CHASE CHASE CHASE CHASE CH

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary.

Transaction #178
Account Number Ending In: 0515
Checking Deposit \$3,108.68
Cash Amount \$3,108.68

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935

Member FDIC, Equal Housing Lender
Please keep your receipt
11/10/2010 14:13

Business Date 11/10/2010
Session #75

Thank you - Lakeisha
Cashbox #02

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR

VISIT CHASE.COM/EXCLUSIVES

TranSource

DATE 3/18/08

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	3108	
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
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7		
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9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY [Signature]

PRINT NAME [Signature]

DEPOSIT BAG # 112 1002905

TOTAL 3108 08

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZYBY1304

TOTAL ITEMS 1

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #1649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 7771705151

[illegible]

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 3108.68
DO NOT DISCARD UPON REMOVAL
DATE: 11/10/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602935

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

(-.47)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441804	NB	1244
L110826	59441803	NB	4PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Severity	59441785	NB	35PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59441801	NB	11am
Kim	59441811	NB	33PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Lee	59441813	NB	5PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

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CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #144
Account Number Ending In: 0515
Checking Deposit \$3,027.69
Cash Amount \$3,027.69

Further review may result in delayed availability of this deposit

.....
JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
11/12/2010 13:28

Business Date 11/12/2010
Session #59

Thank you - Milay
Cashbox #04

CHASEEXCLUSIVES™

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply.
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING

CHASEEXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2027.69
DO NOT DISCARD UPON REMOVAL DATE: 11/12/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602936

TransSource®

DATE 11/12/10

DEPOSIT TICKET

	CURRENCY	DOLLARS	CENTS
		3027	69
	COIN		
	CHECKS	LIST BACK SEPARATELY	
1			
2			
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DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY NIA

PRINT NAME Seventy Marshall

DEPOSIT BAG # 121602936

TOTAL	3027	69
--------------	------	----

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #ZYB1304

DEPOSIT TICKET

TransSource

DATE 11/2/10

DEPOSIT TICKET

CURRENCY	3007
COIN	69
CHECKS	187602936

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

DEPOSIT PREPARED BY *SM*

DEPOSIT VERIFIED BY *NIA*

PRINT NAME *Starbucks Marshall*

DEPOSIT BAG # *127602936*

TOTAL 3007 69

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-764-5445
AND REFERENCE
ORDER #ZYBY1304

TOTAL ITEMS *1*

DEPOSIT TICKET

3007 69

7771705151

11649 560201022

Cash Management Log

DAY: Thurs DATE: 11/11/10

SAFE COUNT

NAME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:	
SAFE COUNT	START	END	START	END	START	END
TIME	7:30a	2:30p			144pm	7:30pm
\$0.01	18	18				
\$0.05	14	14				
\$0.10	20	20				
\$0.25	200	200				
\$1.00	248	208				
\$2.00	2	2				
\$5.00	1270	1070				
\$10.00	40	30				
\$20.00	2	240				
OTHER \$'s	2	2				
Total Change Fund	1810	1800				
# Tills/Total \$	32200	in use				
# Till Drops	40	7				
Cust. Recov. Cert.	24	24				
P-Card	(Y/N)	(Y/N)	Y/N	Y/N	Y/N	Y/N
# Tip Bags	110	6				
Comments:	(1e + 87) + \$10					

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:	12pm	Time to Bank:	
Deposit Bag #:	127602936	Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:	3027.69	Bank Validated \$:	
Completion Time:	12:33p	Bank Validation Time:	
Change Order \$:	0	Change \$ Received:	
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
1629627	FW	33580276	WB	
1629627	TW	33580277	WB	

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory)		
DROP BAG #S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Friday

DATE - 11-12-10

K.S. (\$9.60)

L.I. (6.02)

U.Y. (5.60)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Ver	59441821	CS	1PM
Beth	59441858	CS	1300

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kimberly	59441823	CS	2PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441811	CS	3PM
Rasha	59441821	CS	6PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kimberly	59441823	CS	4PM
Ray	59441828	CS	8PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2713.24
DO NOT DISCARD UPON REMOVAL DATE: 11/12/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602937

CHASE
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CHASE
CHASE
CHASE
CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #145	
Account Number Ending In:	0515
Checking Deposit	\$2,713.24
Cash Amount	\$2,713.24

Further review may result in delayed availability of this deposit

.....

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935

Member FDIC, Equal Housing Lender
Please keep your receipt
11/12/2010 13:28

Business Date 11/12/2010
Session #59

Thank you - Milay
Cashbox #04

TransSource®

DATE 11/16/10

DÉPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2713	
COIN		24
CHECKS		
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DEPOSIT PREPARED BY <u>NM</u>		
DEPOSIT VERIFIED BY <u>NM</u>		
PRINT NAME <u>Seventy</u>		
DEPOSIT BAG # <u>12762437</u>		
TOTAL <u>2713</u>		<u>24</u>

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER
CALL 1-888-750-4345
AND REFERENCE
ORDER #ZYBY1304

TOTAL ITEMS 1

DEPOSIT TICKET

CHECKS AND OTHER ITEMS ARE
NOT TO BE DEPOSITED HERE
FOR CASH. ONLY CASH ON
HANDS DEPOSITS MAY NOT
BE DEPOSITED FOR CASH.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST
JPMORGAN CHASE BANK

\$ 2713.24

11649 156020102211 777470515

TransSource®

DATE 11/12/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2713	
COIN		24
CHECKS LIST EACH SEPARATELY		
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DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY N/A

PRINT NAME Seventy

DEPOSIT BAG # 127602937

TOTAL	2713	24
-------	------	----

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

TO REORDER
CALL 1-888-254-4343
AND REFERENCE
ORDER #ZBY1304

TOTAL ITEMS 7

DEPOSIT TICKET

271324

11/12/10 155602010221 777170515